

FY 2023 Notice

❖ Budgets are due for approval on **Monday, August 2, 2021**. NO EXCEPTIONS!!

❖ 5-Year Strategic Plan PDFs are due on **Thursday, July 15, 2021**.

Note!

❖ LBO requires 10 copies of the budget request **and** 3 copies of the July payroll; DFA requires 2 copies of the budget request **and** 1 copy of the July payroll.

Note!

❖ Please print your budgets on both sides of the paper. Please **do not** bind your agency's submitted budget request. A staple at the upper left corner is sufficient.

Note!

❖ Please note that there are COVID-19 State Support Special Funds for FY 2021 and FY 2022. Please see Letter of Instructions for COVID-19 funding for complete list.

NEW!

❖ For agencies that transferred unspent COVID-19 Funds to the UI Trust Fund, please create a new item on the Subsidies, "E. Other, Transfer" screen and use Commitment Item "68511000" and Item Name "Transfer of COVID-19 Funds to the UI Trust Fund" to report the amount.

❖ All instructions related to the budget preparation process, along with a link to the Online Budget Request System (OBRS) website, can be found at the Legislative Budget Office web site: <http://www.lbo.ms.gov/>, Budget Request System tab.

❖ Please pay close attention to the "Program Decision Units" section of the OBRS program. Separate decision units based on requested changes and **do not** add together multiple changes into one column.

❖ Identify each Budget and Strategic Plan with the proper LBO number. **Also, please include the LBO number on any cover sheets of larger bound budget packets.** Contact your budget analyst if you do not know your LBO number.

❖ Agency Revenue Source Report Instructions and Form example are included in the Budget Instructions/Forms document.